



Minutes – August 19, 2008

The regular monthly meeting of the Michigan Citizen-Community Emergency Response Coordinating Council (MCCERCC) was held on Tuesday, August 19, 2008, in the Emergency Management Homeland Security Division (EMHSD) Hazardous Materials Training Center located at 7426 Osborn Road, Lansing, Michigan. The Chairman, Captain Thomas Sands, and the Secretary Pro Tem, William D. Wagoner (for Eileen Phifer), were present.

The meeting was called to order by Chairman Sands at 2:04 pm.

Council members present were Captain Thomas Sands, Amy Butler, Brad Deacon, Dennis S. Edwards, Larry A. Estlack, Kenneth J. Gembel, Samuel R. Hopkins, Russell Gullett (designee for BG Michael McDaniel), Musette Michael, Joseph Grutza (non-voting representative for State Fire Marshal), Gail A. Novak-Phelps, Jackie Scott, Marcia A. Varble, and William D. Wagoner.

A special guest in attendance was Nick Mueller, Hazard Mitigation Officer from the Federal Emergency Management Agency (FEMA).

The agenda was approved.

The minutes from the May 19, 2008 meeting were approved as corrected and the minutes from the July 7, 2008 meeting were approved.

A presentation was made by Nick Mueller regarding Michigan's Mitigation Action Plan for Presidential Disaster 1777-DR-MI and the process used to develop it.

An update was provided by Matt Schnepf, Hazard Mitigation Officer, on the Hazard Mitigation Grant Program (HMGP) application process.

An update was provided by Bridget Long, Community Emergency Response Planner, on Citizen Corps Grant, Training Forum and Conference.

An update was provided by James Brueker, Hazmat Training Specialist, on Planning and Community Right-to-Know.

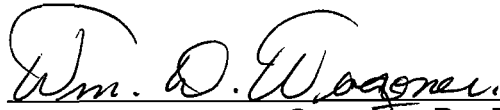
Gail A. Novak-Phelps moved to establish four standing committees of the Council and their membership as presented in the Proposed MCCERCC Subcommittees handout. The motion passed after discussion and amendment changing the word "subcommittees" to "committees" and adding Samuel R. Hopkins to the Planning and Right-to-Know Committee.

Proposed Bylaws for the Council were deferred to the Policy Development Committee.

Marcia A. Varble moved to adopt the logo developed for the Council by the Michigan Department of Transportation (MDOT) design team as presented. The motion passed after discussion and amendment to include a hyphen between the words "citizen" and "community" and to bold all letters in "MCCERCC."

William D. Wagoner moved to refer the projects for funding consideration under the Hazard Mitigation Grant Program to the Hazard Mitigation Committee for study and recommendation to the full Council for allocation of the funds. The motion passed after discussion.

The meeting adjourned at 3:30 p.m.



William D. Wagoner, Secretary Pro Tem

Michigan Citizen-Community Emergency Response Coordinating Council

Minutes - July 7, 2008

The regular monthly meeting of the Michigan Citizen Community Emergency Response Coordinating Council (MCCERCC) was held on Monday, July 7, 2008, at 2:00 p.m. in the Emergency Management Homeland Security Division (EMHSD) Hazardous Materials Training Center located at 7426 Osborn Road, Lansing, Michigan. The Chairman, Captain Tom Sands, and the Secretary, Eileen Phifer, were present.

I. INTRODUCTIONS

Introductions were made by those in attendance.

- A. Council members present were Captain Tom Sands, Eileen Phifer, Brad Deacon, Amy Butler, Larry A. Estlack, Kenneth J. Gembel, Gail A. Novak-Phelps, Marcia A. Varble, and William D. Wagoner. Dr. Stewart Wang appeared via telephone conference.
- B. Guests present were Tina Straw, Michael Sobocinski, Karen Towne (for Andy Neuman), Matt Schnepf, Joel Pepper, Bridget Long, Tony Katarsky, Scott Gatti (for Warren C. Evans), Doran Duckworth, Kevin Sweeney, James Breuker, and Teresa R. Kozlowski.

A quorum was not established.

Discussion only was held on updates re Citizen Corps, Hazard Mitigation, Planning/Right to Know, and the request to the Governor for additional members. Also discussed were committee formation and a proposed logo design.

II. ADJOURNMENT

The meeting adjourned at 3:40 p.m.


Eileen M. Phifer, Secretary

Michigan Citizen-Community Emergency Response Coordinating Council (MCCERCC) MINUTES

May 19, 2008

**Collins Centre Presentation Room
4000 Collins Road
Lansing, Michigan 48910**

Present:

F/Lt. Harold Love (Acting Chair), Brad Deacon, Doran Duckworth, Dennis Edwards (via conference call), Larry Estlack, Warren Evans, Kenneth Gembel, Samuel Hopkins, Michael Lovelace, Gail Novak-Phelps, Eileen Phifer, Dr. Jackie Scott, Marcia Varble, Dr. William Wagoner, Dr. Stewart Wang

Excused:

Captain Eddie Washington

Absent:

Amy Butler, BG Michael McDaniel, Clifford Messing, Musette Michael, Andy Neumann, Mark Wesley

Others Present:

Glenn Cekus, United States Environmental Protection Agency
Matt Schnepf, Michigan State Police/Emergency Management & Homeland Security Division
Sgt Kevin Sweeney, Michigan State Police/Emergency Management & Homeland Security Division
Kristine Opsommer, Michigan State Police/Emergency Management & Homeland Security Division
Jackie Hampton, Michigan State Police/Emergency Management & Homeland Security Division
Jim Breuker, Michigan State Police/Emergency Management & Homeland Security Division

The Michigan Citizen-Community Emergency Response Coordinating Council (MCCERCC) meeting was called to order at 2 p.m.

The Council approved minutes from the previous meeting. F/Lt. Harold Love reviewed the Council's responsibilities and reasons for its creation.

Mr. Glenn Cekus was introduced to the Council. Mr. Cekus was the Federal Emergency Management Agency's Region V liaison to the State Emergency Response Commissions.

Mr. Jim Breuker presented the list of plans developed by Local Emergency Planning Commissions over the last Hazardous Materials Emergency Preparedness (HMEP) grant year. A motion to receive the list was approved. Mr. Breuker also presented information on the 2008-2009 HMEP Grant to the US Department of Transportation and explained the application process, history of the grant, and the Council's involvement with it. A motion to support the division's submission of the application was approved.

Sgt. Kevin Sweeney gave a presentation on the Citizen Corps Program which is funded by a grant made possible through the Council. The Program comprises the following partner programs:

1. Community Emergency Response Team (CERT)
2. Volunteers in Police Service (VIPS)
3. Neighborhood Watch
4. Fire Corps
5. Medical Reserve Corps

The Michigan Hazard Mitigation Plan (MHMP) has been submitted and approved. Mr. Doran Duckworth confirmed a synopsis of the plan would be developed by staff and made available to the Council in the near future.

Mr. Matt Schnepf reviewed the FY08 Hazard Mitigation Assistance status.

The following points were discussed with regard to structuring of the Council:

1. Establish goals and objectives.
2. Begin implementation of the projects in the MHMP.
3. Decide on a logo for reports, documents, etc.
4. Mondays and Fridays are preferred for meetings, typically from 2-4 p.m.
5. Eileen Phifer volunteered to be secretary of the Council for a one-year term.
6. Gail Novak volunteered to draft bylaws. If desired, she may submit to Sgt. Sweeney for review.
7. Four ad-hoc committees will be formed for policy development (covering the functions of Sara Title 3, Hazard Mitigation, Citizen Corps, and State Emergency Response Commission). Functions for each group will be listed so individuals can decide where their interests lie, and Council members may join more than one committee. Division input will be compared to others' submittals for comparison. Each of the committees can develop a vision/mission/goals statement, and a statement for the Council overall.

The next Committee meeting will take place on July 7, 2008, at 2 p.m. in the Emergency Management & Homeland Security Training Center's classroom.

Michigan Citizen-Community Emergency Response Coordinating Council (MCCERCC) Minutes

January 29, 2008

**Emergency Management & Homeland Security Training Center
7426 Osborn
Lansing, Michigan 48913**

Present:

Capt. Eddie Washington, Amy Butler, Brad Deacon, Doran Duckworth, Dennis Edwards, Larry Estlack, Kenneth Gembel, Jackie Hampton, Samuel Hopkins, Jim Breuker, F/Lt. Harold Love, Clifford Messing, Musette Michael, Kristine Opsommer, Dr. Jackie Scott, Sgt. Kevin Sweeney, Marcia Varble, Dr. William Wagoner, Dr. Stewart Wang, Mark Wesley

Excused:

Michael Lovelace, Gail Novak-Phelps

Absent:

Warren Evans, BG Michael McDaniel, Andy Neuman, Eileen Phiifer

Others Present:

Jim Breuker, Doran Duckworth, Sandy Glazier

The Michigan Citizen-Community Emergency Response Coordinating Council (MCCERCC) Meeting was called to order at 2:20 p.m. Captain Washington discussed the purpose of the Council, reviewing highlights from the Executive Order establishing the MCCERCC, and the roles and responsibilities each committee has served in the past. He stated the objectives of the meeting as deciding on the frequency and format of future meetings, expectations of administrative assistance, and reporting requirements. The value of the Committee is a broad-ended community audience and integrated view.

Mr. Doran Duckworth gave a brief history on the Michigan Hazard Mitigation Coordinating Council (MHMCC). The Council was created by Executive Order 1998-5 to address mitigating disasters through advocacy, coordination, awareness, cost reduction, and sustainability. Membership consisted of representatives of seven state agencies in addition to the Property and Casualty Insurance Industry, Urban Planning Association, and Local Emergency Management Program. The committee's responsibilities included:

- Development, maintenance, and implementation of state hazard mitigation plan.
- Development, maintenance, and implementation of guidance materials in support of hazard mitigation efforts of state and local governments, and private entities.
- Review of hazard mitigation projects to determine funding eligibility under the Stafford Act and National Flood Insurance Reform Act.
- Fostering and promotion of hazard mitigation practices within state and local government, and the general public.

At this point it was determined Sgt. Kevin Sweeney's presentation on the Citizen Corps and the responsibilities the Council would be assuming on its behalf would be postponed until the next meeting, as there would not be sufficient time for it to be discussed.

Mr. Jim Breuker gave a presentation on the State Emergency Response Commission (SERC), which was mandated by Superfund Amendments and Reauthorization Act (SARA) Title III. Its role was to provide

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leadership in implementing SARA Title III and to make recommendations on hazardous materials enforcement, response, planning, and training. Various items the Commission was tasked with include:

- Chair/Vice-Chair from MSP/EMHSD and DEQ/EAD respectively.
- MSP/EMHSD oversees Local Emergency Planning Committees (LEPCs): appoint members, review plans, coordinate activities, designate districts, etc.
- DEQ/EAD handles reporting elements of SARA Title III.
- Develop hazardous materials response plans (procedures, coordinators, evacuations, etc.).
- Respond to public information requests, evaluate and/or improve training levels of first responders, develop exercise schedules.

A questionnaire will be distributed via e-mail for member input. Meetings will potentially be held every six to eight weeks initially and will last approximately two hours.

The floor was opened for participants to share their concerns:

- Department of Environmental Quality's previously required reporting will need to continue and was not included in the Executive Order.
- How will the acronym be pronounced?

The time and location of the next meeting is to be determined.

Minutes approved by Captain Washington, Chair.